NEWCASTLE MUNICIPALITY

DRAFT SDBIP 2012`13

BUDGET AND TREASURY OFFICE

REF NO	IDP PRIORITY	SERVICE/FUNCTION	PROPOSED DEPARTMENTAL OBJECTIVE/S	SBU	COST CENTRE	BUDGET	ACTION PLAN	KEY PERFORMANCE INDICATOR	FREQUENCY	BASELINE	SOURCE EVIDENCE	ANNUAL TARGET	TARGET QUARTER 1	TARGET QUARTER 2	TARGET QUARTER 3	TARGET QUARTER 4	RESPONSIBLE MANAGER
1	Financial Management	Indigent Management	To ensure a financially viable municipality	Income	200/208		Maintain indigent register for the municipality	Monthly updated indigent register	quarterly	12	monthly summary	12	3		3	3	Manager: Income
2	Financial Viability	Credit Control	To ensure a financially viable municipality	Income	200/208		Review and update credit control process plan in terms of the policy	To improve the payment factor by 2 percentage basis points by 30 June 2012	annual	1	Plan signed by CFO	1	1				Manager: Income
3	Financial Viability	Debt Management	To ensure a financially viable municipality	Income	200/208		Review and update debt collection process plan in terms of the policy	To improve the payment factor by 2 percentage basis points by 30 June 2012	annual	1	Plan signed by CFO	1		1			Manager: Income
4	Financial Viability	Debt Management	To ensure a financially viable municipality	income	200/208		Debt Management Task Team to meet quarterly	To improve the payment factor by 2 percentage basis points by 30 June 2012	quarterly	0	Attendance Register	4	1	1	1	1	Manager: Income
5	Financial Viability	Indigent Management	To ensure sound financial and fiscal management and good governance	Income	200/208		ITC Risk profiling report to be used to audit indigent register	Annual indigent audit	annual	0	Certficate from in house service provider	1	50%	50%			Manager: Income
6	Financial Management	Budget Management	To ensure budget planning and implementation	Budget and Financial Accounting	200/208		Preparation of the annual budget	Approved Budget	annual	1	Council Resolution/ Proof of submission to the Mayor	1	Submission of the budget process plan to the Mayor by 21 August 2012	Submission of the budget guidelines to the Mayor 31 October 2012	Tabled budget by 31 March 2013	Approved budget by 31 May 2013	Manager: Budget and Financial Accounting
7	Financial Management	Budget Management	To ensure sound financial and fiscal management and good governance	Budget and Financial Accounting	200/208		Preparation of the Mid-year Review	Submission of the Mid-year Review to the Mayor andNational and Provincial Treasuries	annual	1	Proof of submission to the Mayor; National and Provincial Treasuries	1	0	0	Submission of the Mid-year Review to the Mayor; National and Provincial Treasuries by 22 January 2013	0	Manager: Budget and Financial Accounting
8	Financial Management	Budget Management	To ensure budget planning and implementation	Budget and Financial Accounting	200/208		Preparation of adjustment budget	Approved Adjustment Budget	annual	1	Council Resolution/ Proof of submission to the Mayor	1	0	0	1	0	Manager: Budget and Financial Accounting
9	Financial Management	Finacial Reporting	To ensure sound financial and fiscal management and good governance	Budget and Financial Accounting	200/208		Preparation of section 52 and 71 reports	Submission of monthly section 71 and quarterly section 52 reports reports to the Mayor and National and Provincial Treasuriesby the 10th working day of the following month.	monthly/quartely	12	Proof of submission to the Mayor	12	3	3	3	3	Manager: Budget and Financial Accounting
10	Financial Management	Investment and Expenditure Management	To ensure sound financial and fiscal management and good governance	Budget and Financial Accounting	200/208		Preparation of quarterly reports on External Loans; Investments; Withdrawals and Staff Benefits	Submission of quarterly reports on External Loans; Investments; Withdrawals and Staff Benefits to Council	quarterly/Bi-annually	10	Proof of submission to the Mayor	14	3	4	4	3	Manager: Budget and Financial Accounting
11	Financial Management	Supply Chain Management	To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	200/208		Annual review of SCM Policy	Reviewed and Approved SCM Policy by 31 March 2013	quarterly	1	Records, Council Resolution	Reviewed and Approved SCM Policy by 31 March 2013	Draft SCM Policy	Internal Consulation process (written comments from Departments)	Reviewed and Approved SCM Policy by 31 March 2013	0	Manager: SCMU
12	Financial Management	Supply Chain Management	To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	200/208		Conduct workshop for senior managers and councillors on SCM regulations and procedures	Conducted workshops for senior managers and councillors on SCM regulations and procedures	bi-annually	1	Attendance Register	2	1	0	1	0	Manager: SCMU
13	Finacial Management	Supply Chain Management	To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	200/208		Preapration of quarterly report on the implementation of the SCM Policy to Council	Quarterly Report on the Implementation of the SCM Policy	quarterly	4	Council resolution	4	1	1	1	1	Manager: SCMU
14	Finacial Management	Supply Chain Management	To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	200/208		Maintain and monitor a register for bids and quatations	Turnaround times for bids at 90 days and for quotations 30 days (Tenders/Quotations)	quartely	4	register certified by CFO	Turnaround times for bids at 90 days and for quotations 30 days (Tenders/Quotations)	100%	100%	100%	100%	Manager: SCMU
15	Finacial Management	Supply Chain Management-Logistics	To ensure sound financial and fiscal management and good governance	Supply Chain Management Unit	200/208		Conduct annual stock take	Annual Stock take by 30 June 2013	annual	1	Stock Certificate	1	0	0	0	1	Manager: SCMU
16	Finacial Management	Financial Reporting	To ensure sound financial and fiscal management and good governance	Budget and Financial Accounting	200/208		Preparation of monthly financial statements	Submissionof Annual Finacial Statements to Auditor-General on or before 31 August 2012	annual	1	Proof of submission from Auditor-General	1	1	0	0	0	Director: Budgets
17	Finacial Management	Asset Management	To ensure sound asset managent system	Asset and Liability Management	200/208		Maintenance of a asset register	Updated asset register	monthly	0	Dated system report	12	3	3	3	3	Manager: Asset Management
18	Financial Viability	Revenue Enhancement Strategy	To facilitate processes to enhance revenue	Revenue Enhancement Strategy	200/208		Establish a Revenue Enhancement Project Steering Committee	Appointment of the members of the REPSC by 30 September 2012	annual	0	Appointment letters of members signed by the Municipal Manager	1	1	0	0	0	Manager: Revenue Enhanvcement Strategy
19	Financial Viability	Revenue Enhancement Strategy	To facilitate processes to enhance revenue	Revenue Enhancement Strategy	200/208	R 42,512,781	Report on water losses per ward	Submission of report on water losses to FPSC	quarterly	0	Minutes of FPSC	4	1	1	1	1	Manager: Revenue Enhanvcement Strategy
						R 42,512,781											